



Registering a New PFDS Account in CFIS

Personal Financial Disclosure Statement Edition



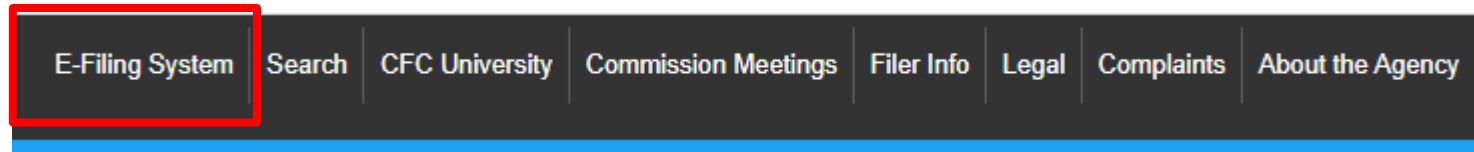


Registering a New PFDS Account

Signing the
Registration
Complete

Registering a New PFDS Account

- To register a new account, you will need to access the new e-filing system <https://efile.ethics.ga.gov/#/index>.
- You can also access the new e-filing system by going to www.ethics.ga.gov > click on **E-Filing System** > click on **New E-Filing System**



Legacy E-Filing System – Click here if you are a Lobbyist, Non-Candidate Committee (Political Party, PAC, Independent Committee, Recall Committee, or Statewide Referendum/Constitutional Amendment Committee) You can find archived records by searching our website here [[Legacy Records](#)]. Generally, the Commission has maintained electronic documents from 2006 to 2020. All physical hardcopies have a retention period of 5 years.

New E-Filing System – Click here if you are a State/Statewide filer, County and/or Municipal filer registering a campaign committee, or member of the general public.

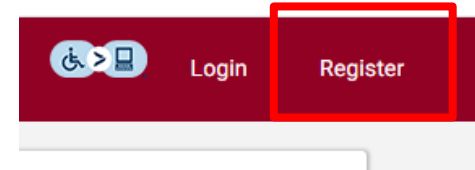


Registering a New PFDS Account

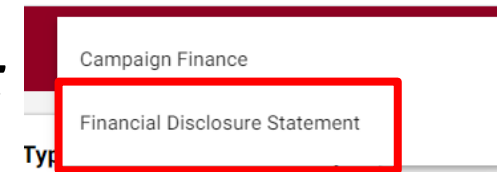
Signing the
Registration
Registration
Complete

Registering a New PFDS Account

- In the right-hand corner, click on ***Register***.



- Click on ***Financial Disclosure Statement***




- After you click ***Register***, you will be directed to the **Personal Financial Disclosure Statement and Affidavit Filer Registration** page.



Registering a New PFDS Account

- Select your reason for filing -

Please Select your reason for filing. You may add more than one reason for filing. I am a 

☐ Candidate

☐ Incumbent

☐ Appointed Public Officer

- Choose Candidate if you **ARE NOT** currently an elected official and running for office. You will have to enter in a qualifying date if you choose this option.
- Choose Incumbent if you **ARE** currently an elected official. You will not need to enter a qualifying date if you choose this option.
- Choose Appointed Public Officer if you **ARE** an appointed member of a board, commission, council, etc.



Registering a New PFDS Account

- After you choose your option, you will be asked the:

- Election
- Office
- Date Qualified

Election
2022 State/Statewide Election

Office
Superior Court Judge

Jurisdiction
State

District
Alapaha Judicial Circuit: McClain

Date Qualified for Office _____

ADD REASON FOR FILING

- If you choose Incumbent or Appointed Public Officer, you will not need to enter in a qualifying date.
- After you enter in all the required information, click **Add Reason For Filing**.
- The reason for filing will appear.

Please Select your reason for filing. You may add more than one reason for filing. I am a

☐ Candidate

☐ Incumbent

☐ Appointed Public Officer

Reason for filing	Information	Election	Date	Title	Actions
Incumbent	Superior Court Judge State Alapaha Judicial Circuit: McClain	2022 State/Statewide Election	N/A		



Registering a New PFDS Account

- Add your First and Last Name in the **Reporting Individual** section.

Reporting Individual				
Prefix	First Name	Middle Name	Last Name	Suffix
	This is a		Test for Training	

- Add you Address information in the **Reporting Individual Address Information** section.

Reporting Individual Address Information			
Residence Address		Apartment, Building, Suite, etc.	
123 Main Street			
City	County	State	Zip Code
Atlanta	Fulton County	GA	30301

Do not forget to add your county information and make sure the state is defaulting to GA.



Registering a New PFDS Account

- Add your Phone and Email in the Reporting Individual Contact Information section.
 - It is imperative that you use the **SAME** email address you used when registering your campaign finance account.
 - If you use the same email address for both the campaign finance side AND the personal financial disclosure side, you will only have to remember one username (email) and one password.

Reporting Individual Contact Information	
Phone	Email
(404) 555-8888	Test@mail.com



Attestation and Signature Block

- Check the Attestation Box that states that all the information you entered is true and correct.
- Electronically sign your name. The candidate, chairperson, or treasurer can sign the registration form.
- The date will automatically populate.
- Click ***Submit***.

☒ I do hereby swear (or affirm) that the foregoing information is complete, true, and correct to the best of my knowledge and belief pursuant to O.C.G.A. §§ 21-5-1, et. seq.; and 16-10-20.

Test For Training

06/15/2021

Electronic Signature of Reporting Individual

Date

CANCEL SUBMIT



Registration Completed

- After you click Submit, you will receive a message that advises you to review all your information.

Attention:

Please review all of your information. Once you submit your system registration, you will NOT be able to make any changes until your registration is accepted.

You selected the following for reasons for filing:

- Incumbent - Superior Court Judge State Alapaha Judicial Circuit: McClain (2022 State/Statewide Election)

The reasons for filing will determine your assigned statement(s) and or affidavit. Once submitted, these cannot be changed.

If you would like to make any changes, click "Cancel" and

Cancel OK/Submit

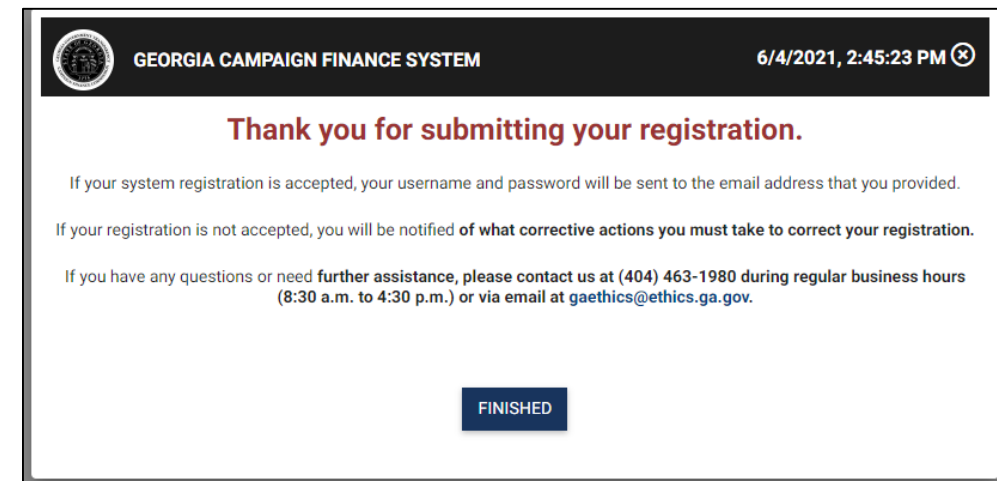
Make sure to check that the information is correct here: You want to make sure you have the right election information.

- You can click **Cancel** to go back and make changes or **OK/Submit** to submit your registration to the Commission.



Registration Completed

- After you click ***OK/Submit***, you will receive a message that states your registration has been submitted and awaits approval from the Commission.
- If you are registering in the new e-filing system for the first, after you submit your registration, you will receive three emails from the e-filing system:
 - Pending New Registration Email
 - Candidate Acceptance Email
 - Credentials Email





Registration Completed

- The Credentials Email will have a link that will direct you to set up your password and security question information.
- The Credential Email link is only good for 120 consecutive hours. If you do not set up your password and security question in the allotted time, you will have to contact the Commission to resend you an authentication link.
- After you created your password and security question, you can log into the system here <https://efile.ethics.ga.gov/#/index>.



Registration Completed

- If you are using the same email that was used to register on the campaign finance side, you **WILL NOT** receive a new credentials email. Login with your username and password and you will see both workstations to choose from.
- Select the workstation you want to work in.

Select Your Workspace

<input type="radio"/>	04302021Betty White - 2021 Financial Disclosure Statements	Financial Disclosure Statements Governor, Statewide
<input type="radio"/>	04302021Betty White Candidate	Candidate Campaign Committee (RC) Governor

CONTINUE

ALL CANDIDATE DATA | Current Campaign Contribution Limits



Questions

- Feel free to contact the Commission Help Desk at 404-463-1984 or gaethics@ethics.ga.gov.
- The help desk is available from 9:30 am – 4:30 pm.

